

REQUIREMENTS AND PROCESS FOR PAYMENT OF PROFESSIONAL LICENSE FEES, DUES, AND MANUSCRIPT CHARGES BY SAIC-FREDERICK

This procedure has been approved by the NCI Contracting Officer and applies to all Contractor and Government employees who work at NCI-Frederick and NCI-Frederick off-site facilities in accordance with P&P 500.

Certain requirements are necessary to properly handle and account for fees paid through the OTS contract. Some distinguishing factors to be considered are:

- 1) Allowable or unallowable cost
- 2) Employer: Contractor or Government
- 3) Employee name or lab name

In no case will the cost be reimbursed directly to a government individual. Payment must be made to the vendor.

These types of charges are best handled by a credit card or Direct Pay method, in that order. Regardless of the payment method, certain information is required with the payment form or the SAIC-F document (credit card order file comment or Direct Pay form) as follows:

Membership Dues - allowable cost for Contractor employees only; employee name is used; comment stating contractor employee. Address of any subscription associated with the membership must be to the work address.

Subscriptions – allowable cost for Government and Contractor employees; work address must be included, but a name may appear as well for clarification or to receive a special discount rate.

Professional licenses – allowable cost for Contractor employees only; work address must be used; if multiple work addresses apply, the duty station should be used; if duty station is home address, a comment stating this fact must be included with the SAIC-Frederick document.

Manuscripts and Reprints – allowable cost for both Government and Contractor employees regardless of authorship; work address must be used; for reprints to be delivered to other locations, list work location on SAIC-F form and list other location(s) as necessary on journal/publisher forms.

Multiple charges are incurred concerning manuscripts and the subsequent reprints of the published article that are charged at different times throughout the submission/acceptance and printing stages. Billing may be by the journal or the publisher. The following lists the most common fees:

- Manuscript processing fee
- Abstract fee
- Page charges
- Additional page charges
- Color charges
- Reprint charges

Note: This information is necessary for proper accountability and auditability.